

GORHAM SCHOOL DEPARTMENT

TITLE: Central Office Receptionist/Accounts Payable Clerk

QUALIFICATIONS:

1. High school diploma.
2. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills and proficient use of technology.
2. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Finance Officer

JOB GOAL: To contribute to the efficient and effective operations of the Business Office by prompt and courteous handling of all inquiries and processing of account payables.

RESPONSIBILITIES:

1. Greets all visitors courteously, determines their needs and directs them to proper person.
2. Answers telephone courteously and responds appropriately to requests for information and directs inquiries to the proper person.
3. Posts, sorts and distributes all incoming and outgoing mail.
4. Orders all supplies for the Central Office staff.
5. Prepares, submits and maintains student work permits.
8. Generates district purchase orders.
9. Processes weekly account payables.
10. Performs such other office duties as may be assigned.

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012